Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

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Director

INFORMATIONAL LETTER No.1303

DATE: November 1, 2013

TO: Iowa Medicaid Dentists, Clinics and Federally Qualified Health Centers (FQHC)

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: Electronic Dental X-Rays (Addition of X-Ray Date)

EFFECTIVE: Immediately

The IME has added a new field titled *X-Ray Date* to the Electronic X-Ray uploading process in the Iowa Medicaid Portal Access (IMPA) system. This field is located below the Provider NPI Number field in the document upload section of IMPA. This change is being made to eliminate the need to request additional information and to help streamline the prior authorization process.

Please follow the updated instructions below to upload your document
1. Log into IMPA (https://secureapp.dhs.state.ia.us/impa)
2. Under the "File" menu item, select "Upload Document to IME"
3. Under Document Types, choose one of the following options from the drop down menu:
    a. MED Prior Authorization Dental X-ray
    b. MED ETP Dental X-ray
    c. MED ETP Digital Image
4. Enter the State Identification (SID) of the Medicaid member (required)
5. Enter the Provider's NPI (required)
6. Enter the date of the X-Ray (required)
7. Click on the "Select File" Link
8. Navigate to the image that is to be uploaded. Select it and click "Open." At this point you should see a box with the File Name, Size, and a Progress Bar
9. Click on the "Upload File" Link

If all is successful, the file name will display at the bottom of the screen with an Uploaded Date and Time.

If you have any questions, please contact the IME Provider Services Unit at 1-800-338-7909, or locally in Des Moines at 515-256-4609 or by email at imeproviderservices@dhs.state.ia.us.